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AUTHOR Stapleton, Diana L., Comp.
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ABSTRACT

This manual for student assistants employed in the government document section of the Eastern Kentucky University Library covers policy and procedures and use of the major reference tools in this area. General policies and procedures relating to working hours and conditions, and general responsibilities are discussed, as well as shelving rules and procedures for federal and state documents and microfiche. Circulation of government document materials and policy on keeping of statistics are included, along with sample logs and other recordkeeping forms. The basic reference sources covered include the Monthly Catalog of U.S. Government Publications, ERIC's Resources in Education, the Congressional Information Service Index (CIS), and the American Statistics Index. A subject index is also included. (Author/MBR)

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STUDENT MANUAL

Government Documents Section
John Grant Crabbe Library
Eastern Kentucky University

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Diana L. Stapleton

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Compiled by
Diana L. Stapleton
Eastern Kentucky University
For the John Grant Crabbe Library

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PREFACE

This manual is aimed at introducing all student assistants in the Government Documents Section, John Grant Crabbe Library, Eastern Kentucky University, Richmond, Kentucky, to the world of government documents. It covers some of the major tools used in retrieving documents and how to use them as well as rules and procedures in areas such as shelving, fines, student duties and responsibilities, circulation, and statistics.

It is felt that if these students could have a background knowledge of the Documents Section, how it operates, and its major resource tools, they could better utilize their knowledge and their own abilities in work performance. Thus this manual was designed to be used in training student assistants in our area.

This first edition is basically a working copy. Changes will probably be necessitated as we attempt to smooth out wording and ambiguities as we explain the procedures to students. Also, as procedures change, these will require periodic updates and revisions of the basic manual.

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INTRODUCTION

While students entering the university for the first time are generally aware, or are quickly introduced to, the facilities available in the library, Government Documents usually remain a mystery. For many students their first introduction to government documents (the term "government publications" is often used interchangeably) does not come along until they are well into their junior or senior year or even until graduate school. Unfortunately, even then it is often hurried and inadequate. For this reason, the Documents Section of the John Grant Crabbe Library is taking the time to briefly introduce their area.

Any publication, regardless of the subject, which is researched by a government and published at the expense of that government is to be regarded as a document. All levels of government can and do publish documents if the demand exists and there are funds available such as: the city of Richmond; the state of Kentucky, or any of the other forty-nine state governments; the United States Government; a foreign government, such as France, Russia, or Chile; or international organizations such as UNESCO, NATO or the United Nations. There is material encompassing every area and aspect of our modern society, ranging from house plans to planting tomatoes to detailed studies on juvenile delinquency, statistical information on crime in the United States to the Congressional Hearings being held on pending legislation.

Government publications are unique in that they often provide the most up-to-date information available. Also, many documents are primary resource material; that is, they are the original printed source upon which later research is based. This is true for census materials, as well as, official records such as the Congressional Record. Most Government publications are well researched and accurate. The material is generally authoritative.

The collection is maintained separately because of the way it is acquired and also because of the different way the material is arranged on the shelves. The Library has an agreement with the U.S. Government Printing Office (the official U.S. Government publisher) under which we receive certain selected categories of documents automatically as new titles are published. When these arrive, the shipping list already has an identification coding for each title and we use this to file documents on the shelves. Some staff assistance is usually necessary to locate material initially but after that you are welcome to browse at your leisure. Please, don't hesitate to ask if you can't locate materials.

Few documents titles are listed in the Library's main card catalog so it is essential that you learn to use the major indexes in our section. No one area of the Library can adequately meet all your research needs. The card catalog is complemented by Periodicals and Documents and these section's indexes and catalogs. Not one of these areas is a complete resource in itself.

GENERAL POLICY

HOURS (WORKING)

Within reason, a student worker must schedule his working time at the convenience of the Department. Factors such as class schedules and outside interests within reason are kept in consideration.

Each student worker must be here at his scheduled time. The schedule is posted on the Section's bulletin board and each person is responsible for covering the hours he is scheduled to work.

If you become sick and are scheduled to work later please call the office at the earliest possible moment and report to your supervisor. If she is not there, report to the section chief or the person in charge.

If an emergency develops (this is impossible to define, and it will depend upon the individual), again call your immediate supervisor so that any adjustments can be made. Failure to call can result in shortage of staff causing a crucial problem. Failure to call can also result in losing pay for those hours missed.

At the maximum, a student worker can schedule to work an entire day. However he is required by law and by university policy to have at least one-half hour lunch or supper break. At the minimum, a student must be scheduled to work at least two consecutive hours, but not every day. Unexcused absences will not be tolerated. Too many of them can result in permanent dismissal.

If a student worker is on duty alone, becomes sick or needs to leave the area, he should call circulation and ask if they will cover for him. This is sometimes inconvenient or not possible for them either. If your absence is to be brief (under 15 minutes), write a sign and close the door. Tape the sign on the door and note the time you expect to return. Absences of longer than 15 minutes need the approval of your supervisor or the Section Chief.

SUPERVISOR OF STUDENT ASSISTANTS

Generally a student worker is responsible to the professional in charge of the student workers. She is usually responsible for delegating duties and assigning specific tasks to each student worker.

In case of evening or weekend working hours, the student is responsible to the staff member(s) scheduled to work at that time.

Likewise, if the student supervisor is not available tasks and duties may be assigned by any other professional including the Section Chief.

Questions and complaints are also to be discussed with your supervisor. If you feel you cannot talk with her, see the Section Chief. Criticism of the Section, staff and events occuring during working hours are best kept within the Section and not broadcast.

TIME TO BE MADE UP

Generally, a student worker may be given permission to make up time that was loss due to factors such as official holidays and vacations of the university and excused absences from work.

Permission is granted by the supervisor in charge of student workers, only in case of her absence, by the section chief. Time must be made up at the Section's convenience. Excessive make-up time can be avoided by exchanging working hours with a fellow student worker. Approval should be obtained from your supervisor if at all possible before such charges are made permanent. These exchanges should fall within the two week pay period.

BREAKS AND LUNCH OR DINNER HOURS

A student worker is entitled to a fifteen minute break after the completion of two hours of work. Breaks cannot be used as makeup time nor as a basis for leaving earlier from work. The break must be taken during that particular period of work or the break time is considered lost. It cannot be saved for the next scheduled working period either.

If a student schedules his hours to work an entire day, he must by law and by university policy take an hour or half-hour lunch or dinner break whichever he chooses. This lunch or dinner break cannot be used for makeup time or as a basis for coming in later or for leaving earlier. Furthermore he cannot combine his fifteen minute breaks to make a lunch or dinner break.

TIME CARDS

Each student worker is responsible for filling out his own time card. It is best to record your hours each time you report to work. Failure to do so may result in not being paid for hours earned. Time cards are turned in to the library personnel director every two weeks (every other Monday.)

PAY

Student workers are paid every two weeks (every other Friday). Checks may be picked up athe library personnel director's office any time after 9 a.m. on that Friday.

TELEPHONE

The phone in the department is a business phone to be used only for that purpose. Only a professional or clerical staff member can give permission for patrons to use the phone and then only for local calls to professors and staff members. If you are on duty alone, grant permission only to those patrons who need to contact faculty or staff for course work purposes. Please do not tie up the telephone with personal calls! Under no curcumstances may telephone numbers of Documents staff members be given to any one outside of the department no matter who the patron or caller may be!

DRESS

Generally a student worker is allowed to dress for work as he would for class. However this does not mean that he must go from one extreme to another

such as bathing suit or tuxedo. Neatness, well-worn on patches, and cleanliness are the main criteres. Shirts or tops of some sort must be worn at all times.

STUDYING

Studying during work hours is not generally permitted. Occasionally permission may be granted to a student worker who may find himself working alone and confined to the information desk for a long period of time and there may not be any desk work for him; however this is rare.

Permission is sometimes granted during certain times such as final exams. However if a student worker finds himself with a heavy exam schedule during a regular work week he is advised to try to exchange work shifts with his fellow student workers.

If the regular student responsibilities such as shelving, microfiche filing, etc. are done and no other specific tasks have been assigned, the student should ask the staff member in charge if there is anything he can do. Only when there are no projects available are you allowed to study.

The reading of comic books, joke books, etc. are strictly prohibited--reading should be course related, preferably text book oriented.

GENERAL LIST OF RESPONSIBILITIES
BY PRIORITY

Upon his arrival to the Documents Section, each student assistant enters a training period. During this time, one area that is strongly emphasized is that of the general responsibilities of student assistants. Each is expected to keep these in mind at all times and to fulfill them when on duty.

A permanent list is posted on the Section's bulletin board as well as on the student time card box. One should refer to this list periodically to refresh his memory.

The following is the list of general responsibilities of student assistants. Some aspects of these will be discussed further in other sections of the manual.

GENERAL POINTS	MAIN POINTS
1. Shelve federal and state documents.	a. Every student assistant is responsible for arranging materials waiting to be shelved on the book trucks. This is the first task when first reporting for work unless otherwise notified. b. One or two student assistants will be responsible at all times for shelving state documents before shelving any federal documents.
2. File microfiche and microfilm.	a. Microfiche laying on the tables in the microfiche reading area and in the "Microfiche to be filed" drawer in microformat reading area must be filed in proper cabinets according to their series.
3. Help assist in public services when necessary.	a. When all staff members are busy elsewhere please assist the patron. b. Weekends and/or evenings, student assistants must man the desk when staff goes to lunch or supper. The patron comes first before shelving, filing, etc.

4. Keep the shelves straightened.	a. Have shelving put below documents back into position and add brackets if necessary. b. Also remove any documents left lying on shelves, floor, or chairs and place on book trucks to be counted. Keep these persons will have pushed materials back on the shelves. Materials are always to be lined up even with the front edge of the shelf. Looks each section and also, when looking for materials, the shelf numbers are easier to see. If a file box or shelf becomes slightly packed, shift backwards or forwards to the closest free area. DO NOT TRY TO JAM MORE MATERIAL INTO THE TIGHT AREA! c. Check shelves periodically when not shelving for below or misplaced documents. d. The student responsible for each section is also responsible for keeping shelves straightened. e. Keep book trucks in neat order by arranging materials in below order and using as few trucks as possible. f. If you are unable to finish shelving at least try to get the materials arranged in order on the truck for the next student.
5. Take the fourth floor counts.	a. Count the number of people on the fourth floor at 8:00 p.m. and 9:30 p.m. b. The count is divided into five sections: A.M. (basement); A.M.; North Entrance; S.E.; S.W. c. Call the reference Section at 9:30 p.m. to report both counts.
6. Keep certain areas cleared at all times.	a. Keep all tables cleared when not in use including the reading area and the microfiche and overflow area. b. Keep all book trucks cleared whenever possible. c. Straighten and clear any shelf that you are shown or told.

7. Class attendance sections and other file members regularly.	a. Class glass slides not covered with glass slides.
8. Designated assigned areas of lockers.	a. Each shall obtain and student assistants to assigned lockers regular to keep in order. b. Each is responsible for having his regular designated by the time set by the section chief.
9. In transmittals (updates to previously published material).	a. Two or ten student assistants are equally assigned to do receiving transmittals. b. One chief student assistant is responsible for any state transmittals. c. All student assistants are responsible for general transmittals to accordance therewith unless indicated throughout the duties.
10. Prepare date due cards for circulation.	a. Using the small rubber provided, stamp "DUE" in upper left hand corner of each card. b. Keep right side of circulation file supplied with stamped date due cards.
11. Clean up everything in the area that you personally use.	a. Desk and top, books, etc. back in proper place before leaving!!! b. Clean any dirt you make when using to area (crumbs, office, erasers, pen rest, etc.) c. Clean all messes you may have made for others.
12. Other duties as assigned by the chief.	a. Each student assistant is responsible for fulfilling any other duties regularly not assigned by chief. b. Each student assistant may be assigned a special job that will be his as long as he works in area. c. Temporary duties may also be made.

SHELVING RULES AND PROCEDURES
(FEDERAL)

Basic to the use of any collection is the ability to retrieve publications from the shelves with speed and ease. To accomplish this, publications must be arranged on the shelves in their correct classification number order, and should be accessable through the use of the Monthly Catalog.

Although it is not always useful to maintain the strict arrangement of publications by their documents number, and indeed, many libraries have found it useful to keep some items like the Monthly Catalog near the Librarian's desk, it is essential to remember that every exception made in the arrangement of materials on the shelves renders the Monthly Catalog a little less useful and requires extra time to find the actual location of materials.

Therefore, the following rules and procedures have been developed to insure that documents will be arranged correctly and are easily retrievable.

GENERAL POINTS	KEY POINTS
1. Publications on the shelves should be arranged exactly in the same order as the cards in the shelf list unless clear cross references are made on the shelves.	1. All documents are arranged on shelves in SuDocs order unless otherwise indicated. 2. Documents not shelved in usual place are indicated on shelves by use of plastic dummies which give directors to their locations.

	3. Shelflist cards also give location by use of notes.
2. When shelving documents, LETTERS ARE FILED BEFORE NUMBERS!	1. File first by the letter or letters at the beginning of the classification number. D 103.47/2:C 42/6 2. File next by the whole number up to the period. D 103.47/2:C 42/6 3. Then file by the whole number up to the separating mark--the slash mark (/) or the colon (:). D 103.47/2:C 42/6 4. Continue filing by the whole number or letters up to the next punctuation mark or slash. D 103.47/2:C42/6 5. If the filing sequence demands a choice between a numeral or a letter, the LETTERS TAKE PRECEDENCE. FS 3.64:46 would follow FS3.64:R4.
3. File documents on the shelves according to the "Ribbon Arrangement".	1. The average shelving range in Documents is made up of seven sections with 7 shelves in each section. 2. The "Ribbon Arrangement" is filing from left to right on each shelf but going from top to bottom in a section.

4. Some documents are shelved out of place for various reasons.	1. Reference tools such as the Monthly Catalog and ERIC Resources in Education are shelved in front for convenient use. 2. A change in a classification number can mean relocating a title or series. 3. Oversize documents are shelved in special area. 4. Some maps, posters, and charts may be filed in map case. 5. All materials shelved out of place are color-coded (See color chart, p. 18)
5. Plastic dummies provide directions to location of documents that are out of place.	1. Class changes cause need for location guides. a. A dummy is placed at the end of old classification number to direct patron to new classification number. b. A dummy is also placed at the beginning of the new classification number to direct patron to earlier issues under old number. 2. Dummies are also placed on shelves to direct patrons to oversized

	books, reference tools, maps, posters, etc., that have been shelved elsewhere.
6. There are several groups of documents that must be constantly handled.	1. REVISIONS are documents whose contents have been updated or entirely changed. 2. TRANSMITTALS are pages that update parts of a document that is usually looseleaf. 3. ERRATAS are sheets listing corrections for documents containing wrong information. 4. DUPLICATES are extra copies of the same title. 5. "DISCARD EARLIER" means that a document is to be removed from shelf and replaced by a new edition.
7. When shelving a document that is marked as a revision (rev.), notice if it is marked "discard earlier". Some older editions are kept regardless.	1. Discard a revision only when the document is so marked. 2. If discarding, check to make sure which item is the latest publication. 3. Then remove the earliest edition from the shelf and replace it with the new one. 4. Then give the old edition to the

	clerical responsible for checking in federal mail. 5. A student assistant is usually assigned the responsibility of handling "discard earlier" material.
8. Transmittals are usually of a looseleaf nature.	1. These should not be shelved alone unless the basic volume is not on the shelves. 2. Pull basic volume from shelf. 3. The transmittal pages should then be substituted or added as directed into the publications. 4. Give the old transmittal sheets to the federal mailing clerical.
9. Erratas are handled similarly to transmittals.	1. Do not shelve separately from basic volume unless it is not on shelves. 2. Pull basic volume from shelf. 3. Using glue, place errata sheet behind title page of basic volume.
10. Duplicate copies are kept for various titles.	1. Extra copies or duplicate copies of a title are given the same SuDocs number as the original copy except each will be marked as c. 2, c. 3, etc. respectively to give them a separate number.

	2. When shelving documents and you find two documents with the same SuDocs number: a. check to make sure that the publications are exact copies. b. check to see that each extra copy of the document is marked as c. 2, c. 3, etc. 3. If you find two or more documents with the same SuDocs number and the same exact title that have not been respectively marked c. 2, c.3, etc., pull them and give to the federal mail clerical. 4. Any documents with the same SuDocs number but not the same exact title should be pulled and given to the federal mail clerk.
11. A document marked "discard earlier" is handled in a certain manner when being shelved.	1. Only the latest edition is to be shelved. 2. When shelving, check to make sure which item is the latest publication. 3. Remove the earliest edition, and replace with the latest edition.

EXAMPLE:

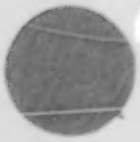
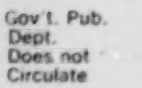
CS 1.48
BRE 37 discard earlier
1975

is to be pulled and replaced by

CS 1.48
BRE37 discard earlier
1976

4. Give the earliest edition to the federal mail clerical.
5. One student assistant is assigned to handle all "discard earliers," but all are responsible for noticing those overlooked when shelving.

COLOR CODE CHART

	RED	FOR MATERIALS THAT ARE NOT TO CIRCULATE
	YELLOW	FEDERAL REFERENCE MATERIALS; NOT TO CIRCULATE GENERALLY LOCATED IN FRONT OF ROOM
	GREEN	FOR OVERSIZE BOOKS; SOME MATERIALS CAN CIRCULATE
	BLUE	STATE REFERENCE MATERIALS; NOT TO CIRCULATE; LOCATED AT END OF STATE COLLECTION
	YELLOW	FEDERAL BOOKS ON PERMANENT RESERVE
	YELLOW	STATE BOOKS ON PERMANENT RESERVE
	GREEN	DECENNIAL CENSUS
	RED/YELLOW	BOOKS ON RESERVE BY FACULTY REQUEST
	RED/WHITE	MATERIALS THAT ARE NOT TO CIRCULATE
	RED/YELLOW	BOOKS THAT ARE TOO LARGE TO SHELVE IN PROPER PLACE; SOME CAN CIRCULATE

LETTERING AND LABELLING OF DOCUMENTS

After the documents have been checked-in, they must be properly lettered so that they may be stored and retrieved with speed and convenience. Efficiency in this area requires some standardization in the location of the Documents Number so that it may be found at a glance. The manner in which this number is written also determines the ease with which the publication may be found. In the Monthly Catalog, Shipping Lists, and other indexing media, the document numbers are usually written on one line so as to use less space and facilitate the printing process: however, this method is cumbersome to use in a library because labels and book spines are seldom long enough for the number. Also, patrons and library staff tend to have a difficult time in distinguishing the numbers and method of ordering the publications when all parts of the number appear on the same line. Therefore, the following method for breaking the number down into concise logical units has been developed. This method for writing the documents number allows the number to be read and understood quickly, rather than forcing one to already be familiar with the system of notation used by the government.

Lettering Position

A. All paper bound materials should have the classification number written in ink in the upper left-hand corner of the cover. (Sometimes the label may be slightly out of position to avoid covering essential words.)

B. All bound (hard cover) materials should have the documents number written:

1. on the first page or the verso (backside) of the title page, and
2. on the spine one inch from the bottom of the book, or
3. on the front cover one inch from the bottom of the book flush with the spine if the book is too small.

Writing the Number

A. General Rules

1. When the slash or schilling mark appears before the colon, it ALWAYS means raise the number following it.

2. The colon ALWAYS means to drop the number following it to the next line.

3. A slash mark following a colon may mean raise or drop the following number

B. Examples:

1. A 1.38:800 will be written A 1.38
no. 800

2. A 1.96:966 will be written A 1.96
1966

3. C 42.8:75/32 will be written C 42.8
v. 75
no. 32

4. C 43.8/2:969/35 will be written C 43.8/2
1969
no. 35

5. Y 3.At7:2/At 24/967 will be written Y 3.At7
2
At 24
1967

6. Y 3.Se4:2/D78 will be written Y 3.Se4
2
D 78

7. Y 3.Ex 7/3:1/965 will be written Y3.Ex7/3
1
1965

8. Pr 36.8:L41/C81 will be written Pr 36.8
L 41
C.81

THE MEANING OF THE LETTERS AND NUMBERS FOLLOWING THE COLON CAN SOMETIMES ONLY BE DETERMINED BY LOOKING AT THE PUBLICATION ITSELF OR BY CHECKING THE NATURE OF OTHER PUBLICATIONS IN THE SERIES!

C. Abbreviations Used:

1. v. stands for volume.

2. no. stands for number.

3. pt. stands for part.

4. supp. stands for supplement.

5. c. stands for copy.

6. add. stands for addendum.

7. transc. stands for transmittal.

BOOK TRUCKS

The Documents Section has eight book trucks and all have a particular function. Each book truck is labelled according to what purpose it is to be used. Four are assigned to the full time staff use and are not for public use.

The labels are:

STATE (Blue): two trucks are used in the state collection for processing mail and other projects.

MAIL TRUCK (Yellow): one truck is assigned to the clerical who processes the federal mail.

BINDING (Green): one truck is assigned to the clerical who handles the binding of documents and the duplicates.

RESHELVING (Orange): two trucks are labelled as such. Documents that are used in the area by patrons but not checked out are put on these trucks for shelving. The documents must be counted and the total entered on the Daily Statistics Sheet in the proper place.

RETURN DOCUMENTS HERE (Green): one truck is kept in the reading area so that patrons may put the documents there when finished. At the end of the day, they should be transferred to the RESHELVING TRUCKS so that they may be counted.

STAFF USE ONLY (Yellow): one truck is used for the purpose of returned documents that have already been counted in the statistics. When a patron has returned a document that he has checked out, the document is placed on this truck to be shelved; documents on this truck are not to be counted! Materials that have been used by the Documents staff for their work also goes on this book truck.

GENERAL RULES

1. Place materials on proper trucks when doing public service.

2. Always put documents in Dulcee. order on the trucks before shelving.

3. TAKE RESHELVING COUNT AND ENTER TOTAL ON DAILY STATISTICS SHEET!

4. Consolidate materials on to as few trucks as possible; keep some free.

5. If on duty on night, please clear the DESIRED DESTINATION CODE book track and place materials on the receiving track, and put under brake back in receiving area.

6. Upon leaving duty, please turn on any trucks cleared as possible as well as leaving materials in Delivery order.

BEST
DESCRIPTION

The BEST collection is housed in special cabinets which are located in the microfiche area. The microfiche are arranged and filed by the 4 BI numbers (bills housed numerically in numerical order.

PROCEDURE FOR FILING MICROFICHE

1. Find the BI number on the numerical sequence and pull all the pieces with that number; a lot of times have more than one piece of microfiche.
2. Insert the pink card called "Microfiche in Use" in place of the microfiche just pulled. The pink cards are located on top of the cabinets.

PROCEDURE FOR FILING MICROFICHE

1. Arrange microfiche in numerical order by BI numbers before starting to file; this will help to prevent misfiling.
2. Just before placing the microfiche in the numerical position in the drawer, check the number of the microfiche immediately in front and behind the one being filed; the double checking of numbers in this manner helps to prevent misfiling.
3. Remove the pink cards.

RESEARCHING, BEGINNING BEGINNING

Researchers can still not find a microfiche in the drawers and there are three basic reasons: (1) the document is not available on microfiche, (2) microfiche is being or has been used or (3) microfiche is missing.

1. If you do not find an BI number check the white out of cards entitled "END, BEST AVAILABLE FICHE DOCS."
   a. The cards are located at the beginning of the BEST collection.
   b. If the BI number is listed on the white cards, it means that the material is not on microfiche. However, we still not have it.

OR

2. If the ED number is not listed on the white cards, check the green box reserved for microfiche to be filed.

OR

3. If you notice a card with a tab that has your ED number on it, it means that the microfiche is missing.

MICROFORMAT (OTHER THAN ERIC)

The Documents Section does house other microformat besides the ERIC collection. There are several types: microfiche, microfilm, and microcards.

A detailed description of these holdings, except for CIS and ASI (see later chapters), will not be given at this point. If at any time that you are asked about certain titles, please consult your supervisors for information such as where they are located and how they are arranged.

Listed below are some of the major titles that are housed in the Documents Section. Remember, it is not a complete list of holdings.

MICROFICHE

(1.) Human Relations Area File

(2.) National Technical Information Service (NTIS): Government Reports

(3.) U.S. Department of State Bulletin

(4.) Pacesetters in Education

(5.) Manpower Research

(6.) Geological Society of America

(7.) Greenwood Hearings

(8.) Depository Microfiche (GPO)

(9.) American Statistics Index

(10.) CIS/Index

(11.) Kentucky Acts 1792-1896

(12.) Education Directories (State)

MICROFILM

(1.) Congressional Record

(2.) Civil War Records (Kentucky): Union and Confederate

(3.) Federal Register

(4.) National Archives Microfilm Publications (There are many titles available in this series)

(5.) Federal Census of Population: Kentucky 1810-1880 (covers Madison County)

MICROCARDS

(1.) British Sessional Papers

(2.) Hansard Parliamentary Debates

STATE DOCUMENTS

A state documents collection is also housed in the Documents Section. It contains materials similar to what can be found in federal documents except it is on a state basis.

Unlike the federal documents which is arranged by the Superintendent of Documents classification system, there has never been an uniform classification system for state documents. There are several different systems from which to choose; however the Documents Section here has decided to arrange everything alphabetically.

Each student assistant should be aware of the arrangement of the state collection because of public service demands. He may be required to help the patron to find something in the state collection as well as federal.

CARD CATALOG

A card catalog divided into two parts has been developed to provide some means of knowing what is available in the collection. The first half of the card catalog is a TITLE CARD FILE in which the contents are arranged alphabetically by state first and then under each state, alphabetically by title of its publication. This allows a patron to check to see if we have a certain title. (See sample title card further in this chapter.)

The second half of the card catalog is a SUBJECT CARD FILE in which the contents are arranged alphabetically by state, then by subject categories which have been established, and by titles under each subject category. (See list of state subject categories.) The way the Subject Card File is arranged is the way the state documents are arranged on the shelves. This broad subject approach allows the patron some means of gathering material on his topics.

LABELS

Labels on state documents are located in the same positions as are those on federal documents. The only difference is that state labels use "words" instead of numbers. A state label has two to three lines on it.

1st line:
name of the state is typed in all capital letters in black. ——— KENTUCKY

2nd line:
subject category is typed in all capital letters in red. ——— EDUCATION SECTION

3rd line:
the third line is used only when necessary to show proper title if the cover or spine shows differently ——— Right to Read

SHELVING RULES

Although only one or two student assistants are responsible for shelving state documents, all need to be aware of a few alphabetizing rules for easier retrieval from the shelves.

ALPHABETIZING RULES

Although the state collection is arranged alphabetically, there are a few rules that each student assistant needs to know for easier retrieval of materials from the shelves.

RULE 1: All titles are filed word by word and not letter by letter.

RULE 2: A word having 's is treated as one word. (Kentucky's is filed as if it were spelled Kentuckys.)

RULE 3: Articles "A", "An" and "The" are ignored if they Begin a title, but must be considered if elsewhere in the title.

In the title "The History of the State Police," ignore the article, "The" and file according to the second word, "History", considered when completing the alphabetizing process.

RULE 4: If a number appears in the title, it is filed as if it were spelled

out. "Title to Program" is filed as "Title Six Program."

SHELVING RULES

Usually two student assistants are assigned the responsibility of shelving state documents. The same general principles for shelving federal documents can be applied to state documents.

STATE SUBJECT CATEGORIES

AGRICULTURE SECTION

ARTS SECTION

COMMERCE SECTION

EDUCATION SECTION

EMPLOYMENT/LABOR SECTION

FISH/GAME/WILDLIFE SECTION

GEOLOGICAL SECTION

GOVERNMENT SECTION

HEALTH AND SOCIAL SERVICES SECTION

HIGHWAYS & TRANSPORTATION SECTION

HISTORICAL SECTION

HUMAN RELATIONS SECTION

LAW ENFORCEMENT SECTION

LIBRARY SECTION

MILITARY AFFAIRS SECTION

NATURAL RESOURCES AND CONSERVATION SECTION

PARKS AND RECREATION SECTION

PLANNING AND DEVELOPMENT SECTION

REGULATORY AGENCIES SECTION

REVENUE AND FINANCE SECTION

CIRCULATION OF MATERIALS

Documents are intended for circulation on the same basis as commercially published books and periodicals purchased by the library. However, because documents are housed separately from the rest of the library's collection and are of a specialized nature the Documents Section circulates their materials according to their own requirements.

Certain rules and procedures must be followed in circulating documents. These general rules and procedures are discussed below with the exception of the paying of fees (overdues, lost book charges, and photocopy); those three areas are discussed fully in other pages.

GENERAL POINTS	MAIN POINTS
1. Documents to circulate	1. With a few exceptions, nearly all documents (bound and unbound) may be checked out.
2. Documents that cannot be checked out (except in some cases by special permission).	1. Materials with colored tape strips (red, blue, green) on spine. 2. Periodicals (except c. 2, c. 3, etc.) 3. Annual reports (last two years). 4. Documents labeled "GOVT. DOC. DOES NOT CIRC." 5. Microformat. 6. Indexes and abstracts.

	7. Census materials (green dots). 8. Documents on reserve (yellow dots). unless special permission is granted by staff on duty.
3. Special permission	1. Special permission may be granted only by a full time staff member (professional or clerical.) 2. Once permission is obtained the materials may be checked out for a period of two hours or overnight using the regular documents circulation procedure. 3. Faculty members can check out documents for the semester with the provision that if we have a request we may call and ask them to return them.
4. Loan period and renewals.	1. Most documents may be checked out for a period of one week. Tell the patron that the document is due back in one week. 2. There is no limit to the number of documents that can be checked out. 3. Anyone with an I.D. card (driver's license, student or faculty I.D. card, etc.) may check out materials.

	4. Documents must be returned to the Documents circulation desk. (PLEASE INFORM PATRON TO RETURN IT TO DOCUMENTS!)
	5. A document may be renewed for another week providing no one else has requested it be held for them.
	6. All materials must be checked out before they can be taken from the documents reading area.
	7. Materials that cannot be checked out to leave the library but are to be taken elsewhere in the library must have circulation slip filled out. Use blank slips provided and write "NOT TO LEAVE LIBRARY" in place of date and get other basic information.
5. Fines and fees (overdues, lost materials, photocopies, microprint copies.)	1. Five cents (5¢) is charged daily, (except on days which the library is officially closed) for each document overdue.
	2. A reserve book checked out has a fine of 25¢ charged for the first hour overdue and 5¢ for each hour thereafter.
	3. Circulation cards must be filed properly in overdues. (See pages for basic steps.)

	4. Students may make copies on the self-service photocopier for 5¢ per copy. 5. Copies may be made from microfiche and microfilm for 15¢ per copy. A staff member has to operate the machine. 6. Any material that is lost of which is Documents property must be paid for by the patron. 7. All fines (overdues, photocopies, microprint copies, lost materials) must be paid at the Circulation Desk on the 2nd floor. See pages for procedure.
6. Reserve Books	1. Any document may be put on reserve upon the request of a member of the faculty or the staff for any length of time. 2. Documents on reserve are placed under the requestor's name on the Reserve Shelf. with a long blue or orange Reserve Book card and a yellow dot to indicate it is on reserve. 3. A patron must have proper ID and this should be stamped or his name written on the orange or blue card

	inside the document before he can use it. He is also responsible for its return. HE MUST RETURN DOCUMENTS TO A STAFF MEMBER!
	4. The signed card must be filed in proper location in circulation tray.
	5. A reserve document generally has a two-hour time limit. A professor may request a different time limit and this will be noted on card.
	6. Overnight loans can be made with special permission form full time staff member after 9:30 p.m. The document must be returned by 9:30 a.m. weekdays or one hour after library opens on weekdays and holidays.
8. Identification	1. Identification of some sort must always be presented when checking out documents.
	2. Acceptable identification include sources such as a faculty or student I.D. card or a driver's license.
	3. Certain information must also be obtained:

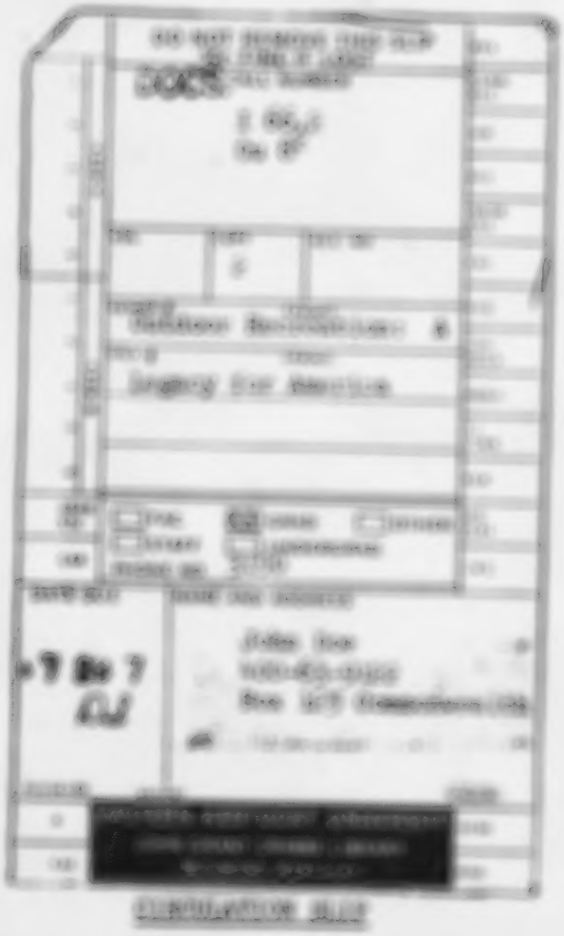
NAME

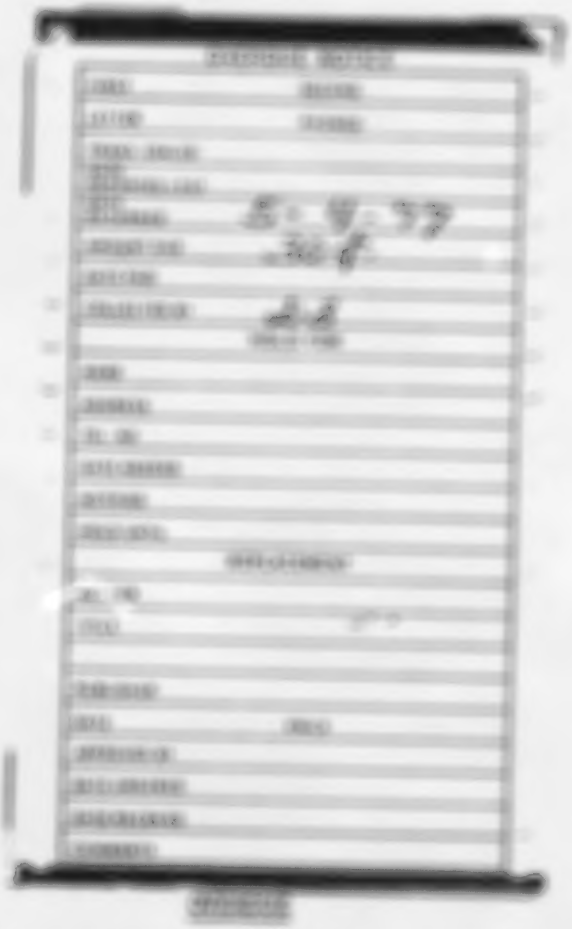
ADDRESS (Dorm No. if on campus)

TELEPHONE NUMBER

I.D. NUMBER

CLASSIFICATION (undergraduate, graduate, faculty, special; if other--indicate if known--i.e. Model lab. Dorms (College, etc.)





DOCUMENT BEING FURNISHED ARE

1. Fill out the following information with completely (see example given).
   a. Use the Address number or the route category as a mail number.
   b. Indicate values number and/or room number in proper places, if applicable.
   c. Write the title (as much as possible) in the number/title space.
   d. On the bottom half of the slip supply the person's
      (1.) Name
      (2.) Address (Box No.)
      (3.) S.S. Number (Social Security No.)
      (4.) Phone Number
      (5.) Classification
           (Undergraduate, Faculty, etc.)

e. Run the circulation slip through the charge machine to obtain the date that the document is due back. Make sure the date is set properly.

f. Write your initials below the date.

2. Tear off the white copy of the circulation slip, fold in half and clip it to the publication.

3. File the rest of the circulation slip by the SuDocs number in the left side of the circulation tray.

4. Mark one "soldier" on the Daily Statistics Sheet in the "DOCUMENTS CHECKED OUT" column for each document circulated.

DOCUMENT BEING RETURNED

When the document is returned,

1. Check to make sure that the material was returned on time. (see below for handling overdues).

2. Pull the circulation slip from the circulation tray.

3. Discard the white slip and the circulation slip and place the document on book truck for shelving.

OVERDUE DOCUMENT RETURNED

If a document is overdue when being returned,

1. Pull the circulation slip from the circulation tray.

2. Record date returned in proper line on back of circulation slip.

3. Figure out the fine owed and record on proper line on back of circulation slip.

4. Write your initials on the line "Collected By."

5. Fill out fee assessment slip for patron according to rules and procedure on pages 45-46.

6. Write patron's name across the top of the McBee circulation slip in capital letters and file alphabetically by the name in the overdue section of the circulation tray.

DAILY STATISTICS

Circulation of depository materials and public services make it necessary to keep certain statistics each day. Our statistics are broken into six areas: (1.) Attendance, (2) general questions, (3) search questions, (4) documents checked out, (5) microformat, and (6) reshelving.

A "Daily Statistics Sheet" is kept on the circulation desk at all times. It is the responsibility of every staff member--whether he be professional, clerical or student assistant--to make sure that he records his statistics in the proper place.

ATTENDANCE

1. A count of the number of people in the Documents area is taken at every hour.
2. Count the people in the microfiche area, Documents stacks, reading area (up to end of our ranges), and hallway where the photocopier is located.

GENERAL QUESTIONS

General questions are those of a directional or informational nature such as "Where's the bathroom?" or "Do you have a pencil sharpener?" or "How long are you open?"

As long as you are not required to go look in some index, go to the shelves, and so forth, it can be considered a general question. You record a "soldier" (~~hash~~) on the statistics sheet for each general question asked.

SEARCH QUESTIONS

Search questions are of a more specific nature. You will have to look in indexes or go to some area of Documents to get materials. You record one "soldier" for each search question asked.

DOCUMENTS CHECKED OUT

Whenever documents are checked out to actually leave the library, you record one "soldier" for each piece. Documents that are on reserve and for which the patron must sign a reserve card are also counted as being checked out.

MICROFORMAT

Microfilm used will be counted by the reel. Microcards and microfiche will be counted by the number of sheets or cards used.

RESHELVING

Reshelving count is the counting of all materials used in area but not checked out. There is a special book truck marked "RESHELVING!" Whenever on duty, count the documents on this truck and record the number before shelving the material.

PROCEDURE FOR
PAYING FINES, LOST BOOK CHARGES AND PHOTOCOPY FEES

Effective with Spring Intersession (May 13, 1975) there will be no cash or change taken in for payment of fines, photocopy charges, etc. No petty cash will be available and no one is to handle monies pertaing to official Library business.

FINES

1. Documents fines are calculated at $.05 per day, per book if fine is paid when book is returned; $.10 per day per book will be charged if not paid at time book is returned. One form should be used for each student no matter how many books he has returned which were overdue (example: 5 books, all returned 3 days late-1 form-Amount $.75). An assessment form should be filled out as per the example below:

BOTH PARTS MUST BE COMPLETED

EKU CRABBE LIBRARY DATE: 9/15/77

NAME Stapleton, Diana L.
(LAST, FIRST, INITIAL)

☒ DOCS	☐ RESERVE	☐ OVERDUE
☐ LRC	☐ TOWN. RM.	☐ PHOTOCOPY
☐ REF	☐ LAW LIB.	☐ LOST MAT.
☐ PERIOD	☐ _____	
☐ CIRC	☐ _____	D.S.

AMOUNT $.25 ☐ REFUND

2. The student is required to pay the amount due at the main circulation desk within 48 hours or a new assessment will be made for an equal amount as the fine will be doubled (instead of $.05 the charge will be $.10 per book, per day). This will be mailed to him by the clerical in charge of overdues with a brief note regarding the penalty charged indicating that Circulation has been notified of this increase (not necessary to notify Circulation-payment of original or increased fine is satisfactory).
3. After figuring all fines-staple all overdue charge slips for student and complete the back as follows:

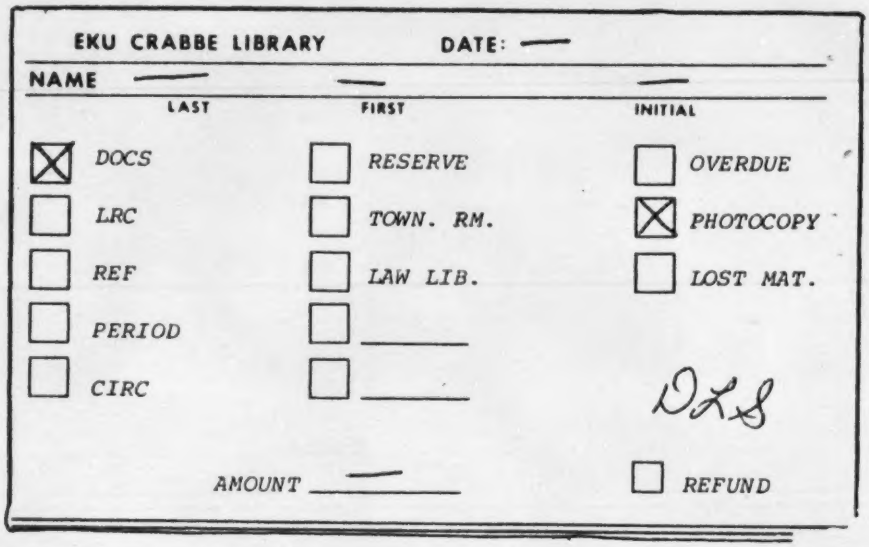
RENEWAL OF OVERDUE MATERIALS IS NOT PERMITTED UNTIL THE FINE IS PAID AND THE RECEIPT IS SHOWN! MAKE OUT NEW SLIPS FOR MATERIAL!

OVERDUE NOTICE

FIRST	SECOND
LETTER	PHONED
TRANS. SEALED	
DATE REPORTED LOST	
DATE RETURNED	9-15-75
AMOUNT DUE	$.25
DATE PAID	
COLLECTED BY	DLS
HOLD FOR	
NAME	
ADDRESS	
TEL. NO.	
DATE NEEDED	
NOTIFIED	
HOLD UNTIL	
REPLACEMENT	
AUTHOR	
TITLE	
PUBLISHER	
DATE	PRICE
APPROVED BY	
DATE ORDERED	
DATE RECEIVED	
COMMENTS	

PHOTOCOPIES

After the photocopies have been made and the total number of copies can be ascertained, an assessment form should be completed as the example below.


EKU CRABBE LIBRARY DATE: —

NAME — — —
LAST FIRST INITIAL

☒ DOCS ☐ RESERVE ☐ OVERDUE
☐ LRC ☐ TOWN. RM. ☒ PHOTOCOPY
☐ REF ☐ LAW LIB. ☐ LOST MAT.
☐ PERIOD ☐ _____
☐ CIRC ☐ _____ DLS

AMOUNT —— ☐ REFUND

Patrons will have to pay at the Circulation Desk. All photocopies should be retained until the student returns with his paid half of the form. Then the copies can be released to him. The quantity of copies and format copied from, as well as duds, should still be recorded on the clipboard sheet.

INTERAGENCY CHARGES

Process as we have been and send the completed interagency charge slip with the staff or faculty member to PERIODICALS or their records. Again record on clipboard number of copies and format copied. HOLD COPIES UTIL THEY RETURN WITH SIGNED SLIP!

MICROFILM PRINT CHARGE

Documents Section (Library)

NAME _____

DEPARTMENT _____

INT. ACCT. NO. _____ DATE _____

NO. OF COPIES _____ TOTAL AMOUNT _____

SIGNED _____
Documents Staff

RELEASED _____
Periodicals Staff

LOST MATERIALS

1. After determination of replacement cost by supervisor and/or Section Chief, (i.e.: generally original cost plus $2.00 reorder and processing charge per title), the assessment form should be completed as example:

USE ONE FORM PER TITLE--DO NOT COMBINE

EKU CRABBE LIBRARY DATE: 9-15-77

NAME

LAST	FIRST	INITIAL
☒ DOCS	☐ RESERVE	☐ OVERDUE
☐ LRC	☐ TOWN. RM.	☐ PHOTOCOPY
☐ REF	☐ LAW LIB.	☒ LOST MAT.
☐ PERIOD	☐ _____	title Sudocs no.
☐ CIRC	☐ _____	DLS

AMOUNT 16.00 ☐ REFUND

In case the student relocates the book after payment of the lost materials assessment charge, then he is entitled to a refund.

REFUNDS

1. Should only be issued for return of lost materials. Form should be completed as example (on following page).

EKU CRABBE LIBRARY DATE:

NAME
LAST FIRST INITIAL

☐ DOCS	☐ RESERVE	☐ OVERDUE
☐ LRC	☐ TOWN. RM.	☐ PHOTOCOPY
☐ REF	☐ LAW LIB.	☐ LOST MAT.
☐ PERIOD	☐ _____	title SuDocs No.
☐ CIRC	☐ _____	

AMOUNT $3.00 ☒ REFUND

If more than one document is returned all can be entered as one transaction.

MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS
(INDEXING AND FEATURES)

The Monthly Catalog of U.S. Government Publications is the major bibliographic reference tool for providing access to government documents. This publication is generally referred to as the Monthly Catalog or MC.

Basically, the MC consists of two parts. The first part of the MC is the text which is arranged alphabetically by issuing agency; this allows one to see at a glance the latest publications of an agency.

The second part of the MC is the index section in which one may trace a document through one or more of four categories: (1) subject heading, (2) author, (3) unique or shortened title of a document, or (4) government agency which published the document (see Illus. 1). Each document is indexed under at least two of the above categories, but rarely all four.

INDEXING

In using the index of the MC, one must consult the index which appears in each current issue and the cumulative annual index which appears in the December issue of each previous year, as the monthly issues, are bound together at the end of the year.

BASIC STEPS IN USING INDEX TO LOCATE A DOCUMENT

IMPORTANT STEPS	KEY POINTS
1. Look in the alphabetical arrangement of index under one or more of four categories.	1. The four categories are: a. subject heading b. author c. title d. government agency

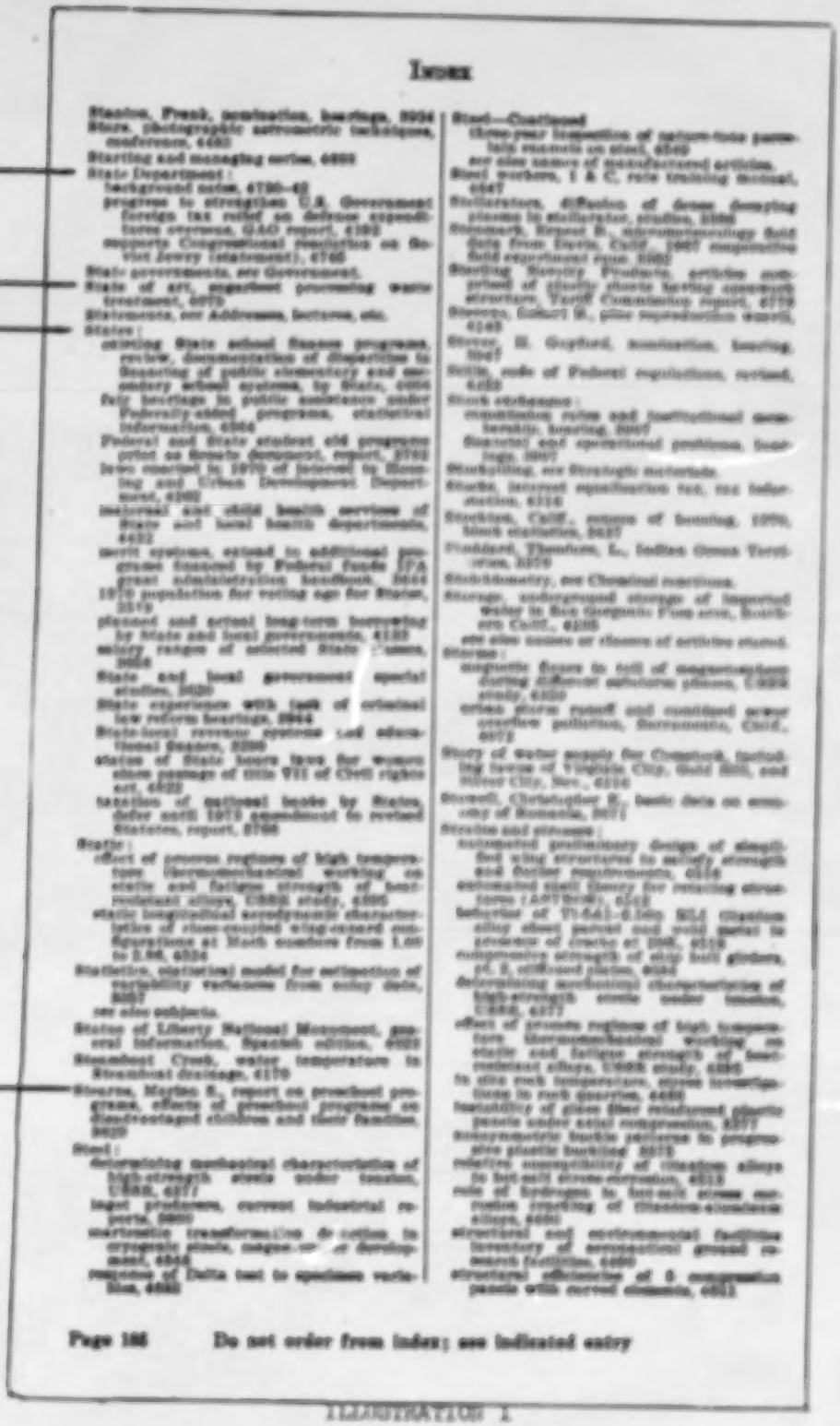


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ILLUSTRATION 1

SAMPLE PAGE FROM INDEX OF MONTHLY CATALOG

EXPLANATORY NOTE:

1. Government agency
2. Title
3. Subject heading
4. Author

	2. Subject headings can be specific as well as general. 3. If looking under a title, the title will be unique or a shortened version of the full title.
2. A list of titles of publications is indented under each category consulted in which a number immediately follows <u>each</u> title.	1. This number is called an entry number. 2. It designates the order in which a document appears chronologically or numerically in the MC during the calendar year. 3. Every title of a document has its own entry number. 4. This entry number is not a page number.
3. Take the entry number following each title wanted and go back to the text or the body of the MC for further information.	1. The entry numbers are arranged in numerical order on the left hand side of each page of text. 2. Match the entry number following the title wanted with the entry number in its numerical sequence in the text.
4. From the information in the actual entry for the document write down the classification number assigned to it.	1. The classification number usually appears in the lower right-hand corner following the bibliographic information.
5. Pull the document from the shelf using the classification number.	1. Documents are arranged on the shelves by the Superintendent of Documents Classification System.

ERIC
(RESOURCES IN EDUCATION)

Another tool besides the Monthly Catalog that is valuable to the Documents Section is Resources in Education. It is prepared by the Educational Resources Information Center or ERIC as it is better known.

ERIC is a nationwide information network for acquiring, selecting, abstracting, indexing, storing, retrieving, and disseminating the most significant and timely education-related reports. The ERIC collection is on microfiche (see example on p. 55).

Its publication, Resources in Education, is a monthly abstracting journal announcing research reports, descriptions of outstanding programs, bibliographies, conference proceedings, curriculum-related materials, theses, dissertations, and other documents of educational significance. Its contents are indexed by subject, author, and institution in three separate sections. Each year an annual index or two semiannual indexes are available.

Each monthly issue is made up of four basic parts: (1) document resumes, (2) subject index, (3) author index, and (4) institution index.

At the end of the year, the monthly issues are bound into three volumes containing the document resumes only, because of the availability of the cumulative indexes.

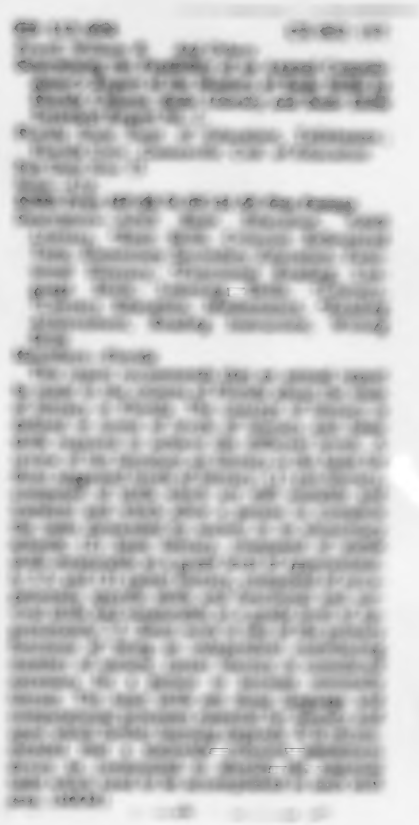
Basic Steps for Using ERIC

1. Consult each monthly issue for the current year for current documents on the subject (example: READING).

   A. Check the Subject Index Section under the subject or descriptor READING and the applicable terms that follow such as READING COMPREHENSION.

b. Each document entry has subject headings or descriptors identified by an ED number following the title. Choose the ED number(s) that you think can be helpful. (Such as ED 113 626).

c. Take the ED number and go back to the document resume section in front and find it in its numerical order. There you have a summary of about 250 words or less of the material as well as basic bibliographic information.



b. If you decide to look at the title in the entirety, give ID number to a staff member who will pull the microfiche and set up at the microfiche reader. [NOTICE: DURING OUT ALLOWED TO FULL AND ACCURATE].

2. Use open basic process with bound volumes.

a. Consult bound index volumes under appropriate subject headings or descriptions and obtain ID numbers.

b. Go back to bound record volumes for abstracts or summaries. Copies of the bound volumes will indicate location of ID numbers desired.

CIS/INDEX

The CIS/INDEX is another tool that is used frequently such as the Monthly Catalog and ERIC. The CIS/INDEX is published monthly by the Congressional Information Service.

The CIS/INDEX abstracts and indexes hearings, reports, committee prints, and other congressional papers issued during the previous month. Every quarter, the CIS/INDEX contain a cumulative index to the documents that were covered during the past three months.

At the end of the year the Congressional Information Service publishes two volumes known as the CIS/Annual. These two volumes cumulates the materials for the entire year with one volume containing the abstracts and the second volume being the index.

The index volume is made up of the main index (subject, names,etc.) and additional indexes. However, the main index is the one to be concerned with at the present time.

ARRANGEMENT OF MAIN INDEX

1. The index is arranged alphabetically, and one may look up his information according to:
   a. subjects of documents and hearings,
   b. subjects discussed by individual witnesses,
   c. names of authors (corporate or individual),
   d. affiliations of witnesses and authors
   e. names of subcommittees,
   f. official and popular names of laws, reports, bills, etc. ,
   g. special information formats (bibliographies, statistical data, congressional committee activity reports, etc.).

2. The subjects or entries will appear in dark bold print with key title phrases indented and arranged alphabetically under each appropriate subject.

3. An accessor or entry number follows each title. This basic number is made up of a letter and three numbers followed by a dash and a serial number (examples: H781-30, J842-5, S542-17).

4. The accession or entry number locates the material in the ABSTRACTS volume.

ARRANGEMENT OF ABSTRACTS VOLUME

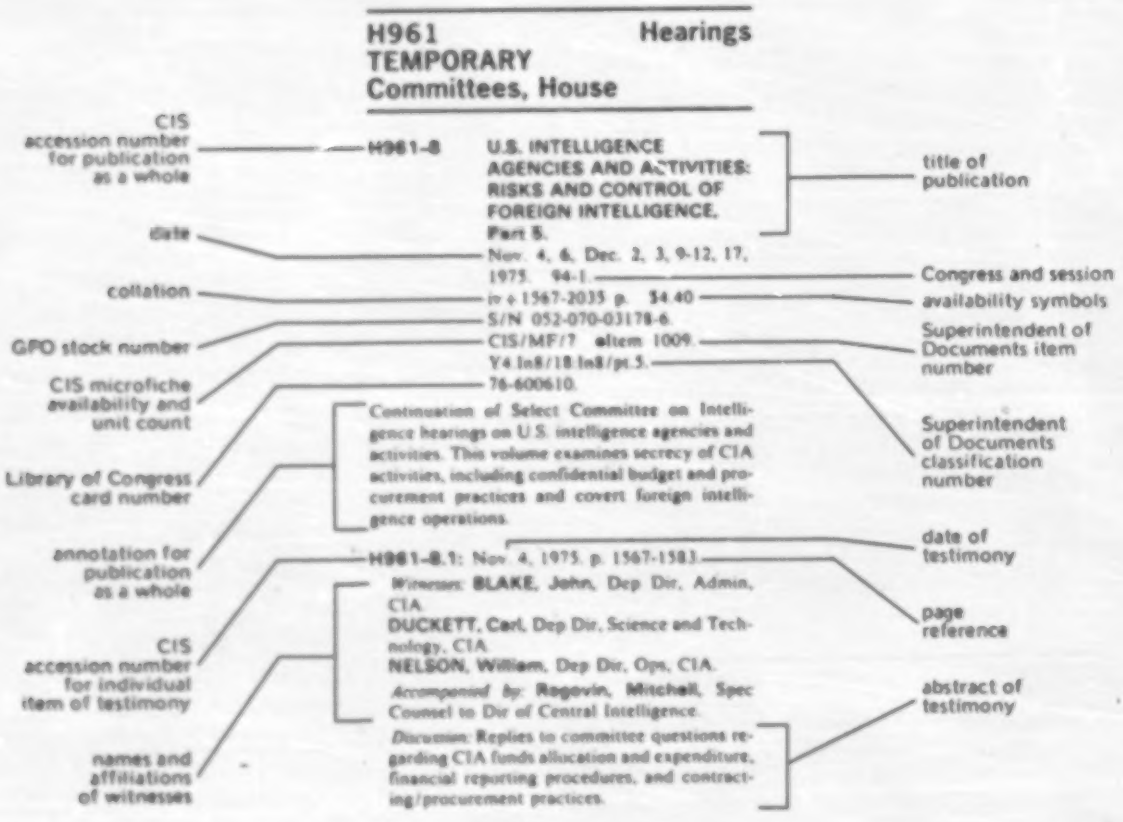
1. The Abstracts volume is basically arranged into three sections:
   a. H (House)
   b. J (Joint)
   c. S (Senate)

2. The abstracts are then arranged by accession or entry number in numerical order in each group.

3. The abstract of the document provides much information:

Sample Abstract

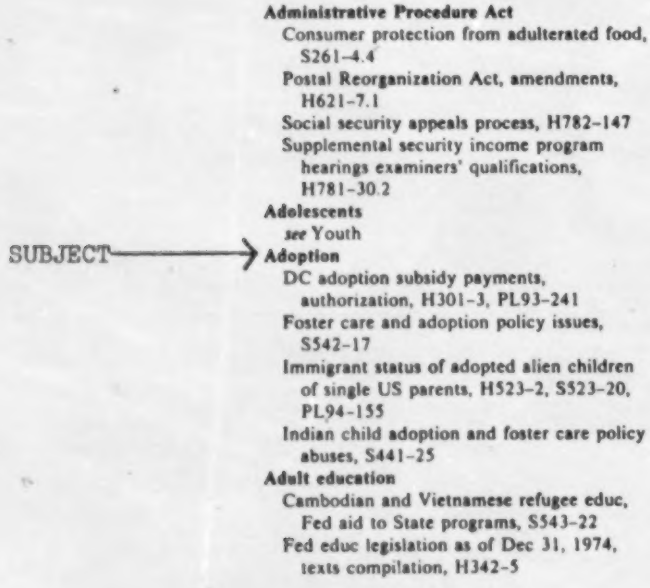
The following sample entry shows the information contained in a typical abstract.


H961 Hearings
TEMPORARY
Committees, House
CIS accession number for publication as a whole
H961-8
U.S. INTELLIGENCE AGENCIES AND ACTIVITIES: RISKS AND CONTROL OF FOREIGN INTELLIGENCE. Part 5.
title of publication
date
Nov. 4, 6, Dec. 2, 3, 9-12, 17, 1975. 94-1.
Congress and session
collation
iv + 1567-2035 p. $4.40
availability symbols
S/N 052-070-03178-6.
GPO stock number
CIS/MF/7 sItem 1009.
Superintendent of Documents item number
CIS microfiche availability and unit count
Y4.In8/18:In8/pt.5.
76-600610.
Library of Congress card number
Continuation of Select Committee on Intelligence hearings on U.S. intelligence agencies and activities. This volume examines secrecy of CIA activities, including confidential budget and procurement practices and covert foreign intelligence operations.
Superintendent of Documents classification number
annotation for publication as a whole
H961-8.1: Nov. 4, 1975. p. 1567-1583.
date of testimony
CIS accession number for individual item of testimony
Witnesses: BLAKE, John, Dep Dir, Admin, CIA.
DUCKETT, Carl, Dep Dir, Science and Technology, CIA.
NELSON, William, Dep Dir, Ops, CIA.
page reference
names and affiliations of witnesses
Accompanied by: Rogovin, Mitchell, Spec Counsel to Dir of Central Intelligence.
Discussion: Replies to committee questions regarding CIA funds allocation and expenditure, financial reporting procedures, and contracting/procurement practices.
abstract of testimony

STEP-BY-STEP PROCEDURE OF LOCATING MATERIAL

Using the subject of ADOPTION, let us now go step-by-step of locating materials through the CIS/INDEX.

1. Using the index, locate the subject in its alphabetical arrangement.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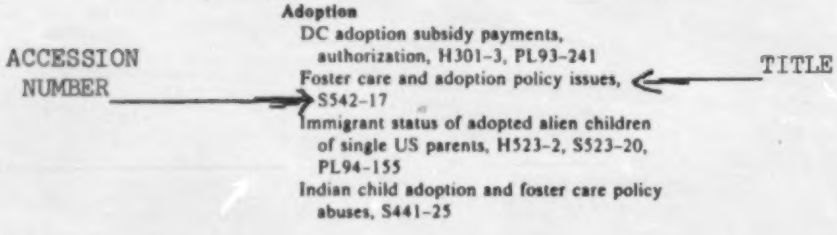
Consumer protection from adulterated food, S261-4.4
Postal Reorganization Act, amendments, H621-7.1
Social security appeals process, H782-147
Supplemental security income program hearings examiners' qualifications, H781-30.2
Adolescents
see Youth
SUBJECT
Adoption
DC adoption subsidy payments, authorization, H301-3, PL93-241
Foster care and adoption policy issues, S542-17
Immigrant status of adopted alien children of single US parents, H523-2, S523-20, PL94-155
Indian child adoption and foster care policy abuses, S441-25
Adult education
Cambodian and Vietnamese refugee educ, Fed aid to State programs, S543-22
Fed educ legislation as of Dec 31, 1974, texts compilation, H342-5

2. Choose which title underneath the subject that you think will help you and copy the accession or entry number.


Adoption
DC adoption subsidy payments, authorization, H301-3, PL93-241
ACCESSION NUMBER
Foster care and adoption policy issues, S542-17
TITLE
Immigrant status of adopted alien children of single US parents, H523-2, S523-20, PL94-155
Indian child adoption and foster care policy abuses, S441-25

3. Go to the ABSTRACTS volume, turn to the specific section (in this case, "S" for Senate), and locate the accession number in its numerical order.

ACCESSION NUMBER →

S542-17 **FOSTER CARE AND ADOPTIONS: Some Key Policy Issues.**
Aug. 1975. 94-1. xi+41 p.
† CIS/MF/3 eltem 1043.
Y4.L11/2:F81.
13613(75). 75-602877.

Report for the *Subcom on Children and Youth* prepared by Paul E. Mott on issues concerning foster care and adoption. Contains summary of findings and recommendations; trends and programmatic issues; current legislative, regulative, and judicial requirements; and discussion of policy questions and legislative proposals.
Includes bibliography (p. 40-41).

S542-18 **LEGISLATIVE CALENDAR, No. 6.**
Aug. 19, 1975. 94-1.
219 p. Oversized. ‡
Y4.L11/2:94/cal.6.

Cumulative record of committee activities to Aug. 19, 1975.

4. Copy the SuDocs number and check shelves to see if we have it.

S542-17 **FOSTER CARE AND ADOPTIONS: Some Key Policy Issues.**
Aug. 1975. 94-1. xi+41 p.
† CIS/MF/3 eltem 1043.

SUDOCS NUMBER → Y4.L11/2:F81.

13613(75). 75-602877.

Report for the *Subcom on Children and Youth* prepared by Paul E. Mott on issues concerning foster care and adoption. Contains summary of findings and recommendations; trends and programmatic issues; current legislative, regulative, and judicial requirements; and discussion of policy questions and legislative proposals.
Includes bibliography (p. 40-41).

5. If we do not have the paper copy of the document, it is available on microfiche.

   a. Microfiche are located in cabinets near the hearings.

   b. Microfiche are arranged by years first, then by accession numbers. (For instance the above document was from 1975; go to 1975 drawers, find the "S" section, and locate numericals by 542-17.

AMERICAN STATISTICS INDEX

A tool that is very similar in its arrangement to the CIS/Index is the American Statistics Index (or ASI for short). However, its contents are different from the CIS/Index. The ASI is a comprehensive guide and index to the statistical publications of the U.S. Government.

This service consists of a basic edition, and it has annual and monthly supplements. Like the CIS/Index, the ASI is an indexing and abstracting service. In the ASI one may find periodicals, annuals, biennials, simiannuals, publications in series, special and irregular publications, and individual publications. The ASI collection appears on microfiche.

A detailed description on how to use the ASI to retrieve a document on the microfiche will not be given here. If one has a working knowledge of the CIS/Index, he can apply similarly the same basic steps to the ASI although it is a little more complicated.

One word of caution needs to be stated here. Our collection of ASI microfiche is not complete. We only take the microfiche covering nondepository items. Note in the abstract section whether the title is available for selection by depository libraries, i.e. •Item no. If it is, we will not have it on microfiche in ASI and you will have to check the shelf list under its Superintendent of Documents classification to see if we will have it in printed form.

GLOSSARY

DISCARD EARLIER	Means that a document is to be removed from the shelf and replaced by a new edition.
DOCUMENT	An official publication that is published at government expense whether it be at the local state, federal, or international level.
DUPLICATE	Extra copies of the same title.
DUMMY	A plastic card that is used to provide directional information to the location of documents that are shelved out of place.
ED NUMBER	Eric document or accession number that is an identification number sequentially assigned to documents as they are processed.
ERRATA	Sheets listing corrections for documents containing wrong information.
GENERAL QUESTION	A question of a directional or informational nature.
MICROCOPY	A copy reproduced from microfilm or microfiche by means of a special machine and which appears in negative form.
MICROFICHE	A small card or sheet of microfilm usually 4 in. by 6 in. on which it is possible to record a number of pages of microcopy.
MICROFILM	A roll of film on which documents or any printed pages are photographed in a reduced size for storage convenience.
PHOTOCOPY	A copy of printed material made by a special machine which photographs the original page.
RESHELVING	The counting of all materials used in the area but not actually checked out.
REVISION	A document whose contents have been updated or entirely changed.
RIBBON ARRANGEMENT	The filing of documents from left to right on each shelf but going from top to bottom in each section.
SEARCH QUESTION	A question of a more specific nature requiring the use of indexes or going to some area of documents to get materials.
TRANSMITTALS	Pages that update parts of a document that is usually looseleaf.

ABBREVIATIONS

Listed below are some of the most commonly used abbreviations in the Government Documents Section.

add.	addendum
ASI	American Statistics Index
c.	Copy
CCH	Commerce Clearing House (Congressional Index)
CIS	Congressional Information Service
dup.	duplicate
ERIC	Educational Resources Information Center
GPO	Government Printing Office
HRAF	Human Relations Area File
MC	Monthly Catalog of United States Government Publications
no.	number
pt.	part
rev.	revision
SuDocs. no.	Superintendent of Documents Classification number
supp.	supplement
trans.	transmittals
V. or vol.	volume

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